



VOLUNTEER MANAGEMENT TRAINING SERIES

Sponsored by Volunteer Action Center of Bartholomew County

**United Way Center
Board Room
1531 13th Street, Suite 1100
Columbus, IN 47201**

**Cost is \$45 per session or \$170 for the four-part series.
Lunch provided each date; cost included in registration fee.**

Registration: 812-375-2210 or vbateman@uwbarthco.org

Presenter: Vickie Bateman, CVA, Director of Volunteer Action Center

April 4 9 am-4 pm	May 9 9 am-4 pm	June 6 9 am-4 pm	June 27 9 am-4 pm
<i>Understanding Your Pool of Volunteers: Motivation, Generational Differences, and Trends</i>	<i>Developing a Successful Recruitment Strategy and Choosing the Right Recruitment Campaign</i>	<i>Orienting, Training and Supervising Volunteers: the Real Secret to Volunteer Retention</i>	<i>Conducting Mutual Performance Reviews with Volunteers</i>
<i>Writing Winning Volunteer Position Descriptions</i>	<i>Interviewing and Screening Volunteers: a Critical Management Element</i>	<i>Risk Management in Volunteer Programs</i>	<i>Volunteer Recognition on a Budget</i>
<i>To successfully recruit the right volunteers for your organization, you must first understand what motivates today's volunteers and what they expect from their volunteer experience.</i>	<i>Successful recruitment involves marketing your organization to the people who can fill your needs.</i> <i>Organizations need to be concerned about risk management for their clients, staff and volunteers. Effective interviewing and screening are no longer optional activities.</i>	<i>Want to keep the volunteers you worked so hard to recruit? Make sure they are trained to do their job and are supervised in the manner that best suits the volunteer.</i> <i>Risk Management is not only about purchasing insurance or avoiding lawsuits!</i>	<i>Contrary to popular belief, volunteers welcome opportunities to receive and to give feedback and evaluation of their volunteer work.</i> <i>Recognition needs to be considered an integral part of a total management philosophy that continually seeks to notice and value individual contributions.</i>